



## TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information, 8 days prior** to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

### MEETING INFORMATION

Date Submitted: March 3, 2016  
Submitted by: Manchester Artists Association  
Department:

Date of Meeting: March 24, 2016

Speakers: Laurie Lafleur

Time Required: 5 minutes

Background Info. Supplied: Yes: ☒ No: ☐

### CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment: ☐

Recognition/Resignation/  
Retirement: ☐

**Public Hearing:** ☐

Old Business: ☐

New Business: ☒

Consent Agenda: ☐

Nonpublic: ☐

Other: ☐

### TITLE OF ITEM

Annual Art in the Park Show

### DESCRIPTION OF ITEM

Use of Watson Park for an art show on September 17, 2016

### REFERENCE (IF KNOWN)

RSA:

Warrant Article:

Charter Article:

Town Meeting:

Other:

N/A

### EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector: ☐

Grant Requirements: ☐

Easel: ☐

Joint Meeting: ☐

Special Seating: ☐

Other: ☒

Laptop: ☐

None: ☐

### CONTACT INFORMATION

Name: **Laurie Lafleur**

Address

Phone Number

Email Address

donlauriel@comcast.net

### APPROVAL

Town Manager:

Yes ☒

No: ☐

Chair/Vice Chair:

Yes ☒

No: ☐

Hold for Meeting Date: \_\_\_\_\_

## Becky Thompson

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**Subject:** FW: Watson Park - Manchester Artists Association's Show  
**Attachments:** Agenda Request Form Template.doc

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**From:** [DonLaurieL@comcast.net](mailto:DonLaurieL@comcast.net) [<mailto:DonLaurieL@comcast.net>]  
**Sent:** Wednesday, March 02, 2016 4:06 PM  
**To:** Becky Thompson  
**Cc:** [donlauriel@comcast.net](mailto:donlauriel@comcast.net)  
**Subject:** Re: Watson Park - Manchester Artists Association's Show

Hi Becky,  
I'm attaching the filled template.

As for back-up information, it's quite simple, as follows:

The Manchester Artists Association is requesting use of Watson Park instead of Abbie Griffin Park for their annual Art in the Park Exhibit.

This would be on Saturday, September 17, 2016, with rain date of Sunday, September 18, 2016 from either 9am to 4pm or 10am to 5 pm (whichever time is most agreeable to the Town of Merrimack).

As last year, we will supply a porta-potty.

Each artist supplies his/her own tent, racks, etc. and is responsible for his/her own trash.

We would like to erect a sign announcing the event beginning the last week of August.

The organization has a liability insurance policy to cover this event.

I believe this info covers most bases. Anything else required, please let me know.

Laurie Lafleur